

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-236

PAGE
NO.

1.

Requesting Agency

MONTGOMERY COUNTY, DEPARTMENT OF PUBLIC WORKS

2. Division or Bureau of Requesting Agency

Bureau of Engineering, Traffic Engineering
Division

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. PARKING LOT TICKETS

Size: 2 5/8" x 4", 2 1/2" x 6" (Automatic)

Dates: 1961 - - (scattered)

Quantity: 110 cubic feet

File Arrangement: Chronological

Annual Accumulation: 200 cubic feet (est.)

Audit: Annual external audit and periodic internal audits

The County maintains three attended parking lots in Silver Spring, two of which issue parking tickets with windshield stubs to be left on the car. The third lot has an automatic machine at the entrance which issues a ticket stamped with the time, but no windshield stubs. Only one lot has equipment for stamping time out (the other two lots have such equipment on order). In addition, merchants may purchase courtesy parking stamps from the County, which are pasted on the customer's ticket and reduce the parking charge by five cents per stamp.

At the close of business each day, duplicate deposit slips are prepared at each lot, one slip accompanies the bank deposit and the other is retained at the lot. Each morning the previous night cash deposits are counted at the bank, compared with the deposit slips and the totals called in from the bank to the Division of Traffic Engineering.

At the time the motorist leaves the lot, the attendant enters the parking ticket number on a Summary Sheet showing the amounts paid in cash and covered by courtesy tickets. Every other day the Summary

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Director of Public Works

Title

April 16, 1962

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

MAY 17 1962

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE C-236

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NO.

2.

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Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4.
Item
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Sheets are forwarded to Traffic Engineering and checked against the bank-reported cash deposits. The tickets remain at the lots until one cubic foot box is filled, usually three to five days, and then are numerically arranged and sent to Traffic Engineering.

The recommendation below applies to both the parking tickets and to the Summary Sheets.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT REQUIREMENTS HAVE BEEN COMPLIED WITH, WHICHEVER IS LATER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION